

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140164-1

CONTROL NO.

DD5/OIR/ISS - 37

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)				2. TYPE OF REPORT		STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LIST	
Agency Training Record - External Training-Alpha by Employee							
3. FUNCTIONAL AREA		PERSONNEL		<input checked="" type="checkbox"/> TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
3		Semi-Annual				1	
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer print-out		<input checked="" type="checkbox"/> YES		IF YES GIVE ADP PROCESSING NO.		HR <input type="text"/> 25X1	
		<input type="checkbox"/> NO		601E			
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OCS OTR/ISS/AIR				None (Same as 601A plus Certification of Completion, Grades or Form 1049)			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

975 pages at 3¢ per page x 3 copies x 2 times a year =	\$175.50
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TOTAL COSTS PER YEAR

\$175.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS		<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE				0	0
<input type="checkbox"/> DISCONTINUE				STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION
9 OCT 1970		Records Management Officer, OTR			<input type="text"/>